

TRAINING GROUND RULES

Prevention Resource Center

January 4, 2012

The cost of providing training in Montana is very expensive. We are asking you to abide by the following ground rules:

VISTA MEMBERS:

- Plan your schedule around trainings. Please be punctual, and do not leave an event early. It is especially important to be present for Pre-Service Orientation (PSO) and the Community Building Institute (CBI) in their entirety, as these are trainings required by the Corporation for National and Community Service (CNCS).
- Follow the agenda and take breaks when scheduled.
- Attend all workshops from beginning to end.
- Try to avoid bringing family members and friends to training events. Exceptions will be made, but in general, try to make arrangements to accommodate both your family needs and your VISTA work needs.
- Bring your VISTA Member Assignment Description (VAD) to PSO and have it available during the Community Building Institute Webinar Series.
- Try to relate what you're learning in training to what you're doing back on-site—trainings are designed to be relevant to the VISTAs' needs. Be engaged: ask questions, listen actively, and be a full participant.
- During trainings, it is important to use good judgment about after-hours activities. Please behave professionally at trainings, being sure that after-hours activities do not impact the ability to participate.
- Food for thought: the estimated cost for the January PSO is \$20,000. This does not include the cost of transporting each member to the event.

SITE SUPERVISORS:

- Focus on the training—please don't bring additional work to training events.
- Help your VISTA member(s) focus on the training—don't pull your members out of workshops or distract them with outside obligations.
- Avoid planning additional training before, during or after a scheduled training event. Members should be engaged in training and not worn out.
- Make optimal use of time—don't duplicate the training that has already been planned and scheduled for your members by CNCS or the Cross-stream Training Committee. All training events are listed on the PRC Calendar.
- During the Community Building Institute Webinar Series, please participate in all sessions. You must be informed in order to be a resource to your VISTA member(s). This event is planned and structured for you and your assigned member to work as a team to develop the Community Action Plan. Success of your VISTA project will usually be directly related to your involvement during this critical planning process.
- Provide On-the-Job Training (OJT) for your member(s) when they begin their term of service. The Program Director will provide site supervisors with an outline of the training that is required to happen on site.
- Keep in mind that the VISTA members are giving a year of their life to serve your community and agency. Please respect that by giving the time necessary for them to have a successful year.